
GOVERNMENT OF THE DISTRICT OF COLUMBIA

RECORDS RETENTION SCHEDULE

**District of Columbia
Board of Elections**



Update: September 1,2021

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of Public Records

REQUEST FOR APPROVAL OF AGENCY RECORDS RETENTION SCHEDULE

1. Agency	District of Columbia Board of Elections	
2. Schedule No.	<i>DCRS 21-0014</i>	
3. Amendment/ Addendum No.		
4. Contact Person	Francine Dease	
5. Address	1015 Half Street, S.E., Suite 750, Washington, D.C. 20003	
6. Telephone No.	(202) 727-4545	
7. Action Requested	<input checked="" type="checkbox"/>	a. Approval of agency records retention schedule
		b. Approval of amendment/addendum to agency retention schedule
c. Remarks		

Signature of Agency Representative	Title	Date
<i>Francine Dease</i>	Executive Director	September 8, 2021

Approvals

<i>Bill Branch</i> _____ Signature of DC Archivist	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Disapprove	<i>9/9/21</i> _____ Date
_____ Signature of Public Records Administrator	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove	_____ Date

GOVERNMENT OF THE DISTRICT OF COLUMBIA

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Introduction to Agency Retention Schedule

The Importance of Records

Records are the institutional memory of government. Every agency is responsible for creating and maintaining records that adequately document the organization, functions, policies, procedures, and major activities of the agency. An agency's records should reflect the evolution of agency policies and decisions, provide the information needed by successor officials to make intelligent decisions, and provide a lasting record of the unique contributions of the agency. Proper records must be kept to document the financial and legal commitments and interests of the government and of its citizens, and to permit oversight of an agency's activities.

Records Management

It is not only important that every agency create and maintain adequate documentation, but also that it provide for the proper disposition of its records by adopting a comprehensive records management program. Such a program establishes controls over records from the time of their creation to the time of their final disposition. It seeks to (a) provide for the timely and systematic removal of inactive records from an agency and the eventual destruction of those of a temporary nature after an appropriate length of time; and (b) identify those records of such historical or other importance that they should be preserved permanently in the District of Columbia Archives. A records management program is vital to the efficient and economical operation of government. Without it, offices would be drowning in records, at tremendous costs to the government in space, filing equipment, staff, and general efficiency of operations.

Records Schedule

The records schedule forms the heart of a good records management system. A schedule identifies those records of continuing value that are suitable for accessioning into the D.C. Archives and authorizes agencies to dispose of those records of temporary importance. A schedule is a detailed timetable that specifies the length of time records should be kept in active and inactive status prior to their final disposition. It prescribes how long a record should be maintained within an office before it may be destroyed, moved to low-cost storage in the D.C. Records Center, or transferred to the D.C. Archives to be preserved permanently.

There are two (2) types of records schedules: (1) an agency retention schedule; and (2) a general records schedule.

- (1) Agency Retention Schedules – The attached schedule is an agency retention schedule. It is based on a survey of the specific records created, received, utilized and maintained in the various offices of your agency, and its disposition instructions are tailored to those records unique to your agency. It provides legal authority for the disposition of official records of your agency alone.
- (2) General Records Schedule - In addition to agency records schedules, there are also general records schedules. These schedules provide disposition authority for records common to most or all agencies of government. They cover records relating to personnel, fiscal functions, accounting, budget, procurement, transportation, and other common or housekeeping functions. An agency may implement or utilize the disposition instructions of a general records schedule where applicable or may apply a retention period that differs from that in the general schedule by submitting a retention schedule for that particular record series. However, General Schedules do not apply to documents dated before January 1, 1921. If you have records in your office dated earlier than 1921, please contact the D.C. Archives for an appraisal of those records.

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The general records schedules that have been developed for the District of Columbia are embodied in D.C. General Records Schedules 1-18 and 20-24. The Office of Public Records is currently in the process of updating the DC General Schedule to reflect changes in the government, the implementation of new procedures, policies, and practices, as well technology over the past 30 to 40 years. Changes will be posted and agency records management officers will be notified.

Amending an Agency Records Retention Schedule

An agency records retention schedule is not a static document, it must be reviewed and revised on a regular basis. The organization of an agency, its functions, and programs are constantly changing, and the schedule must be continually updated to incorporate these changes. Amendments to agency schedules may be initiated either by the agency or by the Office of Public Records. Regulation 1 DCMR 1504.1(h) requires Agencies to review schedule annually to insure that it is up-to-date and provides for the disposition of all series of records not covered by the general records schedules. In order to understand and apply the records retention schedule for your agency, it is important to define certain terms that are used in records management and archives.

What are Public Records?

Public records are defined by the District of Columbia law as “any document, book, photographic image, electronic data recording, electronic mail, paper, video recording, sound recording, microfilm, computer disk, or other material, regardless of physical form or characteristic, that documents a transaction or activity made, received, or retained pursuant to law or in connection with the transaction of public business by or with any officer or employee of the District.” Records are made or received and utilized by an office as it conducts its business. They relate directly to the mission of an agency and document the functioning of an agency. Although a paper document is the most common form of a record, a record can be of any physical characteristic. Computer tapes and disks, sound and video recordings, photographs and motion picture film, microfilm, maps, and charts, may each constitute an official record. Records as defined above belong to the District of Columbia. In no sense are they the personal property of an individual. They may not be destroyed except under legal procedures established by the government. One of the major purposes of an approved agency records retention schedule is to provide authority for the legal disposition of official records.

What is Non-Record Material?

Not every document in a government office is an official record. The following types of material are usually considered non-record: duplicate copies of documents; pamphlets, periodicals, books, printed reports, and other materials maintained for reference purposes; reference copies of Mayor’s Orders, Mayor’s Memoranda, and the D.C. Register; reading files (“chron files”); copies of memoranda, correspondence, reports, and similar materials received from other agencies that require no action; drafts of reports and correspondence and related working papers that don’t impact or are not considered essential to a final decision regarding policies, laws, and regulations, and that don’t demonstrate the thought processes and reasoning behind making those decisions; blank forms, transmittals, and routing slips; and materials relating to fringe activities of an agency such as charitable fund drives.

Non-record materials are disposable on agency authority alone. If you are unsure as to the status of certain kinds of material, please call the Office of Public Records for assistance.

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What are Personal Papers?

Some officials and employees keep personal papers within their offices. These are documents of an unofficial, private nature that pertain to an individual's personal affairs and do not relate to official business. Such papers might include files accumulated by an official (or employee) before they assumed office, or documents relating to one's private concerns, such as outside business activities or memberships in professional organizations, or personal notes or diaries that are totally unrelated to public business.

It is important that such papers be kept apart from official records and that they are clearly labeled as private papers. Please take care to see that personal papers do not become intermingled and confused with official records.

Retention Schedule Basic Terms and Use:

Close Date	The date or timeframe from which no further information may be added to a record.
Cutoff Date	After records close, a date or timeframe is selected as the "cut off", designating when the record becomes inactive. This date starts the retention time clock and occurs at regular intervals. Please note, close and cut off may be the same date.
Destroy/Delete	Records may be destroyed or deleted in accordance with DC Code § 2-1701, and Agency policy. Care should be taken to ensure proper destruction of government records.
PHI	Personal Health Information defines the information covered under the HIPAA privacy rule. Federal protections apply to personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the privacy rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes.
PII	Personally Identifiable information (PII), or Sensitive Personal Information (SPI), as used in US privacy law, is information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.
Remaining Retention in Records Center	Total retention period minus length of time records are maintained on-site. For permanent records, this is the remainder of the period that the records remain in the legal custody of the agency before transferring to the Archives.
Transfer of Records (Physical)	Upon completion of on-site retention, records may be transferred to the Records Center, the DC Archives or deleted. Records transferred to the Record Center remain in the legal custody of the Agency. FOIA requests for these records are sent to the Agency, and the Agency is responsible to respond and release information as appropriate.

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Transfer of Records (Legal)	Upon completion of on-site retention, records may be transferred to the Records Center, the DC Archives or deleted. Records transferred to the DC Archives transfer legal custody to the Archives. FOIA requests for these records are the responsibility of the Archives.
Total Retention	The total time a record is to be retained in the legal custody of the District after cut off.
Years in Office	Length of time records are maintained on-site at the Agency after cut off.

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Organization

District of Columbia Board of Elections

Policy and Procedures

Two hardcopies or a single electronic copy accompany this submission

List Executive Directors

Emmett Fremeaux

Alice P. Miller

Sylvia Goldsberry-Adams (Acting)

Rokey Suleman

Paul Stenbjorn

Clifford Tatum

Terri Stroud (Acting)

Alice P. Miller

Monica H. Evans

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Citations Impacting Retention

Federal

2 CFR § 200.333 (Grants)

DC Legislation

DC Code § 2-1701

DC Code § 2-1706

DCMR § 1-1504.1(d)

Court Orders

None

Audits Impacting Retention

None

Record Schedule

The District of Columbia Board of Elections (DCBOE) is the independent agency of the District government responsible for the administration of elections, ballot access, and voter registration. DCBOE consists of three active Board members, an Executive Director, a General Counsel, and a number of support staff who run the day-to-day operations of the Agency. The board was established under § 1-1001.03.

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
1	<p>Formal Communications (Executive Staff) Formal communications that impact the mission or execution of the mission and programs of the agency. Series includes, but is not limited to, correspondence with the Mayor, Deputy Mayors, City Administrator, City Council, intra-agency, and inter-agency directives. Records are organized chronologically.</p> <p>Restrictions: None</p> <p>Media: Paper/Electronic (Secure agency network)</p> <p>Permanent: Records close when the designated action is superseded or becomes obsolete; and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the Record Center for retention for 4 years and then transferred to the DC Archives.</p>	Permanent	None	4 Years
2	<p>Public Relations Files (Communications) Text, audio or video recordings of formal speeches, announcements, and remarks to the press. Remarks made at formal ceremonies or during interviews by the agency executive staff and other high-ranking officials concerning agency programs.</p> <p>Restrictions: None</p> <p>Media: Paper /Electronic (Secure agency network)</p>			

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
a	<p>Formal Interviews: Permanent: Records close upon conclusion of the interview and cut off at the end of the corresponding Mayor's administration. Records are transferred to the DC Archives within 30 days of cut off.</p>	Permanent	None	None
b	<p>News Releases: May be textual records such as a formal press releases or nontextual records, such as film and video or sound recordings. Restrictions: None. Media: Paper/ Electronic (Secure agency network) Permanent: Records close upon distribution of release and cut off at the end of the corresponding Mayor's administration. Records are transferred to the DC Archives within 30 days of cut off.</p>	Permanent	None	None
3	<p>Agency Policy and Procedures (Executive Staff) defining operational guidelines. Each Division within the Department arranges its policies in its own way. Restrictions: None Media: Paper and Electronic (Secure agency network) Permanent: Records close when the policy or procedure is superseded or becomes obsolete and cut off at the end of the calendar year. Retain records on site four years after cut off, then transfer to the D.C. Archives.</p>	Permanent	4 Years	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
4	<p>Schedule of official activities of agency executive staff</p> <p>Restrictions: None</p> <p>Media: Paper / Electronic (Secure agency network)</p> <p>Permanent: Records close at the end of the calendar year and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.</p>	Permanent	None	4 Years
5	<p>Strategic Plans (Performance Management) Plans and supporting documentation utilized to set the strategic direction for the agency including, but not limited to studies, benchmarking of other jurisdictions, and statistical data supporting current and planned future state. These records are organized by subject and date.</p> <p>Restrictions: Restricted</p> <p>Media: Electronic (Secure agency network)</p> <p>Permanent: Records close when the plan is superseded or becomes obsolete; and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.</p>	Permanent	None	4 Years
6	<p>Performance Reports (Performance Management) The Office of the Chief Operating Officer maintains statistical data regarding the population served, and types of services rendered. Statistics are both quantitative and qualitative in nature. This series does not include employee performance metrics. Records are arranged by topic and year.</p> <p>Restrictions: None</p> <p>Media: Paper / Electronic (Secure agency network/dc.gov)</p>			

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records in Records Center
a	Published Permanent. Records close upon publication of the report and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.	Permanent	None	4 Years
b	Unpublished Appraisal: Records close upon completion of the final version of the report and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the DC Archivist for Appraisal.	Appraisal required by DC Archivist		
7	Project Subject Files (Executive Staff) This record documents program-related projects and initiatives. Record consists of all documents and data relating to a specific project from inception to completion. Included are correspondence, memoranda, questionnaires, studies and reports, and related records. Excludes records that impact the mission or vision of the Director's Office which are to be retained permanently. Records are organized by subject. Restrictions: None Media: Paper / Electronic (Secure agency network) Appraisal: Records close upon completion or conclusion of the project and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the DC Archivist for Appraisal.	Appraisal required by DC Archivist		

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
8	<p>Organization Files (Executive Staff) Organizational Charts and reorganization studies that define descriptions of the arrangement and administrative structure of the functional units within the agency. Organized by date.</p> <p>Media: Paper / Electronic (Secure agency network)</p> <p>Permanent: Records close when the version is superseded or becomes obsolete; and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.</p>	Permanent	None	4 Years
9	<p>Publications (Communication) Publications on various topics of interest or concern that provide insight and awareness. Organized by topic and year.</p> <p>Restrictions: None</p> <p>Media: Paper / Electronic (Secure agency network, dc.gov)</p>			
a	<p>Printed Materials</p> <p>Permanent: Records close when published and cut off at the end of the corresponding Mayor's administration. Records are transferred to the DC Archives within 30 days of cut off.</p>	Permanent	None	None
b	<p>Agency Websites</p> <p>Media: Electronic (dc.gov)</p> <p>Permanent: Records close when published and cut off last day of the quarter (March, June, September, and December). Records are transferred to the DC Archives within 30 days of cut off.</p>	Permanent	1 Quarter	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records in Records Center
c	Social Media Posts Media: Electronic (Stored on Twitter, LinkedIn, and Facebook) Permanent: Records close when published and cut off last day of the quarter (March, June, September, and December). Records are transferred to the DC Archives within 30 days of cut off.	Permanent	1 Quarter	None
10	Memoranda of Understanding: (Office of the Executive Director) This record documents agreements between DCBOE and agencies to supply services. Memoranda of Understanding may cover paid and unpaid services, and the record includes but is not limited to scope of work and documentation of responsibilities. This record is organized by the agency and maintained in the District's CFO's Office (Office of Finance & Resource Management/OFRM) for payment purposes. Examples of such memoranda are facility charges at DC Parks & Recreation sites, polling places at DC Public Schools, and MPD Ballot Box detail. Restrictions: None Media: Electronic (Sales Force)			
a	Under \$100,000 Temporary: Records close when final payment is made or received and cut off at the end of the calendar year. Retain the record for 3 years after cut off, and then destroy.	Temporary 3 Years	3 Years	None
b	\$100,000 + Temporary: Records close when final payment is made or received and cut off at the end of the calendar year. The record is retained for 6 years after cut off and then destroy.	Temporary 6 Years	6 Years	None

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Executive Director

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
11	<p>Special Project File: Redistricting – Every 5 years the DCBOE is required to review and submit redistricting recommendations to the City Council. This record documents all source data utilized to make the recommendation, which includes: maps, memoranda, legislation related to redistricting. The records are arranged chronologically by year.</p> <p>Restrictions: None</p> <p>Media: Paper and Electronic (Shared Drive)</p> <p>Permanent: Records close upon final determination by the Council and cut off at the end of the calendar year. Retain records for 5 years, and then transfer to the DC Archives.</p>	Permanent	5 Years	None
12	<p>Ballots – This record documents voting ballots collected and recorded by the DCBOE in District elections. The record includes ballot proofs. Arranged chronologically by election year.</p> <p>Restrictions: None</p> <p>Media Electronic and paper</p>			
a	<p>Presidential Election</p> <p>Permanent: Records close upon determination of the final results by the electoral college (1st Monday after the 2nd Wednesday in December following the election). Records cut off at the end of the calendar year. Retain records for 5 years and then transfer to the DC Archives.</p>	Permanent	5 Years	None
b	<p>State and Local Elections</p> <p>Permanent: Records close seven (7) days following the election or final determination and cut off at the end of the calendar year. Retain records for 5 years after cut off and then transfer to the DC Archives.</p>	Permanent	5 Years	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
13	<p>Candidate Registration and Withdrawal Forms –This record documents the process and required filings for qualifying candidates to register or withdraw from Federal, or state and local elections. They include but are not limited to registration forms, declarations of candidacy, statements of withdrawal, slate registration, amendment, and withdrawal forms, affidavits of presidential elector candidates, and receipts of qualifying documents. Arranged chronologically by election year, then by office and alphabetically by candidate within the office.</p> <p>Restrictions: None</p> <p>Media: Electronic and paper</p> <p>Permanent: Close after election year, store in-house 2 years after election, then transfer to record center for 2 years. Transfer to DC Archives for permanent storage.</p>			
a	<p>Presidential Election</p> <p>Permanent: Records close upon determination of the final results by the electoral college (1st Monday after the 2nd Wednesday in December following the election). Records cut off at the end of the calendar year. Retain records for 2 years after cut off and then transfer to the DC Archives.</p>	Permanent	2 Years	None
b	<p>State and Local Elections</p> <p>Permanent: Records close seven (7) days following the election, and cut off at the end of the calendar year. Retain records for 2 years after cut off and then transfer to the DC Archives.</p>	Permanent	2 Years	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
14	<p>Initiative and Referendum Records – This record documents the review and approval process to add initiatives and/or referenda to the ballot. The record includes but are not limited to initiative petitions, referendum petitions, challenges to petitions, circulator registration forms, receipts, withdrawal forms, corresponding certificates and forms, affidavits of persons witnessing mark to a petition, affidavits of proposers to measure, affidavits of persons filing nomination petitions, affidavits of persons filing supplements to nominating petitions, authorization for release, petitions for credentials authorizing verification and count watchers. The records are arranged chronologically by election year, then alphabetically by petition or referendum name.</p> <p>Restrictions: None</p> <p>Media: Electronic and paper</p>			
a	<p>Initiative or Referendum is determined to have met requirements to be added to the ballot.</p> <p>Permanent: Records close 7 days after the election and cut off at the end of the corresponding Mayor’s administration. Records are transferred to the DC Archives within 30 days of cut off.</p>	Permanent	None	None
b	<p>Initiative or Referendum does not meet requirements to be added to the ballot.</p> <p>Temporary: Records close upon final determination by the DCBOE or all appeals are exhausted. The records cut off at the end of the calendar year, and are retained for 4 years after cut off, then destroy.</p>	Temporary 5 Years	5 Years	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
15	<p>Voter Registration – This record documents registration of voters in the District of Columbia and the associated maintenance to a registered voter’s file. The record includes but is not limited to original voter registration forms, authorization for change of address, name, party, rejected applications for voter registration, declination to register under the National Voter Registration Act and Federal Post Card Application, notifications of deceased registrants, requests to cancel voter registration, challenges to voter registration, receipts, and assistant affidavits. Records are organized alphabetically.</p> <p>Restrictions: PII</p> <p>Media: Paper and electronic.</p> <p>Permanent: Records close and cut off at end of election year. Store in-house 10 years after cut-off and then transfer hardcopy and copy of approved digital records to the DC Archives.</p>	Permanent	10 Years	None
16	<p>Election Results – This record documents election results. The record includes but is not limited to all official election returns, after action reports, final determinations of elections, election returns by precinct, voter registration statistics by precinct, voter turnout statistics, precinct maps, computerized file of voter registration list at time of each election.</p> <p>Restrictions: None</p> <p>Media: Paper and electronic.</p>	Permanent	2 Years	3 Years
a	<p>Presidential Election</p> <p>Permanent: Records close upon determination of the final results by the electoral college (1st Monday after the 2nd Wednesday in December following the election). Records cut off at the end of the calendar year. Retain records for 2 years after cut off and then transfer to the DC Archives.</p>	Permanent	2 Years	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
b	<p>State and Local Elections</p> <p>Permanent: Records close 7 days following the election, and cut off at the end of the calendar year. Retain records for 2 years after cut off and then transfer to the DC Archives.</p>	Permanent	2 Years	None
17	<p>Recall Petitions -- In 1979, District residents were granted the right to recall elected officials with the passage of the Initiative, Referendum, and Recall Procedures Act. Any elected officer of the District of Columbia government (except the Delegate to Congress for the District of Columbia) may be recalled by the registered electors from the election district from which he or she was elected, whenever a petition demanding his or her recall, signed by 10 percent of the registered voters is filed with DCBOE. This record documents the recall petition review and approval processes. The record includes but is not limited to notices of intent to file a recall measure, responses to notices of intent to recall, recall withdrawal forms, challenges to recalls, and receipts. Arranged chronologically by year recall measure is filed, then alphabetically by name of elected official being recalled.</p> <p>Restrictions: None</p> <p>Media: Paper and electronic.</p>			
a	<p>Recall petition is determined to be qualified for inclusion on the ballot</p> <p>Permanent: Records close 7 days after the special election or exhaustion of all appeals; and cut off at the end of the corresponding Mayor's administration. Records are transferred to the DC Archives within 30 days of cut off.</p>	Permanent	None	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
b	Recall is determined to be insufficient for inclusion on the ballot Temporary: Records close upon final determination by the DCBOE or after all appeals are exhausted. The records cut off at the end of the calendar year, and are retained for 4 years after cut off, then destroyed.	Temporary 4 Years	4 Years	None
18	Write-In Candidate Records – This record documents write-in candidates submitted for consideration for election to public office. The record includes but is not limited to the name of the candidate, public office, and date of submission. These records are arranged by election year, then office and alphabetically by name of candidate. Restrictions: None Media: Paper and electronic			
a	Presidential Election Permanent: Records close upon determination of the final results by the electoral college (1st Monday after the 2 nd Wednesday in December following the election). Records cut off at the end of the calendar year. Retain records for 2 years after cut off and then transfer to the DC Archives.	Permanent	2 Years	None
b	State and Local Elections Permanent: Records close seven (7) days following the election, and cut off at the end of the calendar year. Retain records for 2 years after cut off and then transfer to the DC Archives.	Permanent	2 Years	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
19	<p>Requests to register the Name for New Political Party – The DCBOE is responsible for validating the qualification of any political party seeking to directly nominate candidates in any general or special election. The record documents the registration and review process. The record includes request package, a statement of organization, procedural review case notes.</p> <p>Restrictions: PII</p> <p>Media: Paper and Electronic</p>			
a	<p>Approved</p> <p>Permanent: Records close when the party is no longer eligible to present candidates for election and cut off at the end of the calendar year. Retain records for 4 years after cut off and then transfer to the DC Archives.</p>	Permanent	5 Years	None
b	<p>Denied</p> <p>Temporary: Records close upon final denial by the DCBOE or exhaustion of all appeals. Records cut off at the end of the calendar year. Retain the records for 5 years after cut off, and then destroy.</p>	Temporary 5 Years	5 Years	None
20	<p>Ward Maps – This record documents the Wards of the City. The records include but are not limited to ward maps and ward map drafts. Arranged numerically by Ward number, beginning with Ward 1.</p> <p>Restriction: None</p> <p>Media: Paper and electronic.</p> <p>Permanent: Retain in-house for 2 years after initial filing, then transfer to record center for 3 years; transfer to Archives at end of 5th year for permanent storage.</p>	Permanent	2 Years	3 Years

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
21	<p>Absentee Voting (excluding ballots) - This record documents absentee voting information excluding ballots. The record includes, but is not limited, to absentee ballot applications (including Federal Post Card Program), envelopes from returned ballots, records of challenges to and rejection of absentee ballots, records or log of the administration of absentee voting, applications for emergency absentee ballot, waiver of rights to a secret ballot. Arranged chronologically by election year, then chronologically by election month.</p> <p>Restrictions: PII Media: Paper and Electronic</p>			
a	<p>Reports Permanent: Records close after the final results are declared and cut off at the end of the calendar year. Retain records for 5 years after cut off and then transfer to the DC Archives.</p>	Permanent	5 Years	None
b	<p>All other materials Temporary: Records close after the final results are declared and cut off at the end of the calendar year. Retain records 2 years after cut off, then destroy.</p>	Temporary	2 Years	None

GOVERNMENT OF THE DISTRICT OF COLUMBIA
 RECORDS RETENTION SCHEDULE
 [schedule number assigned by OPR]

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
22	<p>Records of Equipment Acquired with Help America Vote Act (HAVA) Funds – This record documents the management and distribution of HAVA-funded equipment and funds. Also includes HAVA annual reports. Arranged chronologically by calendar year, then chronologically by month. May be in multiple formats including paper and electronic. HAVA funds are managed and distributed by the US Election Assistance Commission (EAC) and the EAC requires financial reporting at the end of the HAVA reporting period. (Note: OFRM prepares and certifies the HAVA financial reports and the District’s Office of Contracting & Procurement (OCP) has the original records of HAVA equipment purchases. These agencies retain custody until the time the records meet their prescribed retention periods).</p> <p>Restrictions: None Media: Paper and electronic (Shared Drive)</p>			
a	<p>Reports Permanent: Records close after the final results are declared and cut off at the end of the calendar year. Retain records for 5 years after cut off and then transfer to the DC Archives.</p>	Permanent	5 Years	None
b	<p>All other materials Temporary: Records close after the final results are declared and cut off at the end of the calendar year. Retain records 2 years after cut off then destroy.</p>	Temporary 5 Years	5 Years	None

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 RECORDS RETENTION SCHEDULE
 [schedule number assigned by OPR]

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
23	<p>Voter Education and Outreach Division Programs – The records document community outreach programs to enfranchise eligible voters in the District. Records may include event planning documents, agendas, attendance records, budgets, and invoices, as well as documents pertaining to the development, creation, and implementation of voter education and outreach programs. Records are arranged chronologically by year, then alphabetically by name of program.</p> <p>Restrictions: Paper and electronic.</p>			
a	<p>Reports</p> <p>Permanent: Records upon publication and cut off at the end of the calendar year. Retain records for 5 years after cut off and then transfer to the DC Archives.</p>	Permanent	5 Years	None
b	<p>All other Materials</p> <p>Temporary: Close at the end of the event and cut off at the end of the calendar year. Retain records for 2 years after cut off, and then destroy.</p>	Temporary	2 Years	None
24	<p>Election Worker Records – The record documents the intake and work process for election day workers. The record includes but is not limited to applications, training, and any personnel matters for employees. These records are organized by year and then alphabetically by last name.</p> <p>Restriction: None</p> <p>Media: Paper and Electronic</p> <p>Temporary: Records close upon conclusion of the worker's assignment (s) and cut off at the end of the calendar year, retain records for 3 years after cut off and then destroy.</p>	Temporary	3 Years	None

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 [schedule number assigned by OPR]

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
25	Personnel - Includes files related to WAE (When Actively Employed) employee personnel action, offers of employment, notice of disciplinary action, award files, HR correspondence. Arranged chronologically by year, then by name of personnel member. May be in multiple formats including paper and electronic.	Permanent	N/A	N/A

Office of the General Counsel Files

	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
26	<p>Board Meeting Files – This record documents board meeting files. The records include but are not limited to agendas, minutes, and transcripts. Arranged chronologically by Board meeting date.</p> <p>Restriction: None</p> <p>Media: Electronic (Agency Drive)</p> <p>Permanent: Records close upon acceptance of the minutes and cut off at the end of the current Mayoral administration. Transfer to the DC Archives within 30 days of cut-off.</p>	Permanent	None	None
27	<p>Budget Reports Files – This record documents information concerning the agency’s budget. Record includes but is not limited to periodic reports on the status of appropriation accounts and apportionment. The record is organized by calendar year. DCBOE has internal documents developed during the budget development phase at the beginning of the fiscal year. (Note: OFRM provides financial and resource management services to DCBOE and maintains all budget/fiscal documents, reports, payment transactions, etc. for DCBOE. This agency retains custody until the time the records meet their retention period).</p> <p>Restrictions: None</p> <p>Media: Electronic (Email Archive)</p>			
a	<p>Annual Report</p> <p>Permanent: Records close upon publication of the report and cut off at the end of the corresponding Mayor’s tenure. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.</p>	Permanent	None	4 Years

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 [schedule number assigned by OPR]

	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
b	All other reports Temporary: Records close and cut off at the end of the calendar year. Retain records for 3 years after cut off, and then destroy	Temporary 3 Years	3 Years	None
28	Litigation Files – The record documents litigation files. The records include but are not limited to correspondence, motions, memoranda, decisions and orders related to litigation in District or Federal Court involving the Board or Board staff. Arranged chronologically by calendar year, then alphabetically by caption. Restriction: Paper and Electronic. Permanent: Records close upon exhaustion of all appeals and cut off at the end of the calendar year. Retain the record for 5 years after cut off and then transfer to the Record Center for 7 years before sending to the DC Archives for permanent retention.	Permanent	5 Year	7 Years
29	Nominating Petition Challenges – The record documents challenges to nomination petitions. The records include, but are not limited to, nominating petitions, Declarations of Candidacy, voter registration records, and challenge forms. These records are organized chronologically by election year and month. Restrictions: PII Media: Paper and Electronic. Permanent: Records close upon final determination or exhaustion of all appeals and cut off at the end of the calendar year. Retain records for 5 years after cut off and then transfer to the DC Archives.	Permanent	5 Years	None

GOVERNMENT OF THE DISTRICT OF COLUMBIA
 RECORDS RETENTION SCHEDULE
 [schedule number assigned by OPR]

	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
30	<p>Administrative Orders -- The record documents case opinions and orders issued by the Board of Elections as a result of cases presented before the Board.</p> <p>Restrictions: PII</p> <p>Media: Paper and Electronic</p> <p>Permanent: Records close upon final determination or exhaustion of all appeals, and cut off at the end of the calendar year. Retain records for 5 years after cut off and then transfer to the DC Archives.</p>	Permanent	5 Years	None
31	<p>Freedom of Information Act Requests (General Counsel). This record documents requests from the public for document(s) to be released under the Freedom of Information Act (FOIA). Records include the request, a copy of the reply, and all related supporting files. Records are organized by response date.</p> <p>Restriction: None</p> <p>Media: Paper</p>			
a	<p>Approved Requests</p> <p>Temporary: Records close upon response to the requester and cut off at the end of the calendar year. Retain records for 2 years after cut off and then destroy.</p>	Temporary 2 Years	2 Years	None
b	<p>Denied Requests</p> <p>Temporary: Records close upon response to the requester and cut off at the end of the calendar year. Retain records for 5 years after cut off and then destroy.</p>	Temporary 5 Years	5 Years	None

GOVERNMENT OF THE DISTRICT OF COLUMBIA
 RECORDS RETENTION SCHEDULE
 [schedule number assigned by OPR]

	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
32	<p>Freedom of Information Act Appeals (General Counsel) This record documents requests denied by an agency, commission, or formal office in the District of Columbia to release documents under the Freedom of Information Act. Records include the request, a copy of the denial, and all related supporting files. Records are organized by response date.</p> <p>Restriction: None Media: Paper</p>			
a	<p>Denied requests appealed to a District official</p> <p>Temporary: Records close upon decision by District official and cut off at the end of the calendar year. Responses are entered into FOIA Express, and any records held at the originating agency are retained for 4 years after cut off and then destroyed.</p>	Temporary 4 Years	4 Years	None
b	<p>Denied requests appealed to the DC Court of Appeals</p> <p>Temporary: Records close upon decision by the court and cut off at the end of the calendar year. Responses are entered into FOIA Express, and any records held at the originating agency are retained for 3 years after cut off and then destroyed.</p>	Temporary 3 Years	3 Years	None
33	<p>Freedom of Information Act Reports and Administrative Files - Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act. Records relating to the general agency implementation of the Freedom of Information Act, including notices, memoranda, routine correspondence, logs, and related records. Arranged chronologically by reporting year (calendar year). May be in multiple formats including paper and electronic.</p> <p>Restriction: None Media: Paper/Electronic (Shared Drive)</p>			

GOVERNMENT OF THE DISTRICT OF COLUMBIA
 RECORDS RETENTION SCHEDULE
 [schedule number assigned by OPR]

	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
a	<p>Reports</p> <p>Permanent: Records close and cut off upon publication of the annual report or upon completion of administrative action. Retain records for 3 years then transfer to the DC Archives.</p>	Permanent	3 Years	None
b	<p>Supporting Documentation</p> <p>Temporary: Records close and cut off upon publication of the annual report or upon completion of administrative action. Retain records for 3 years then destroy.</p>	Temporary 3 Years	3 Years	None
34	<p>Advisory Opinions – The record documents the Advisory Opinions of the DCBOE. The records include but are not limited to paper and electronic requests for advisory opinions, notices of requests, public comments received in response to advisory opinions, correspondence regarding advisory opinions, and full advisory opinions. Arranged chronologically by calendar year, then by Board meeting date.</p> <p>Restrictions: None</p> <p>Media: Paper and Electronic.</p> <p>Permanent: Records close upon release of the opinion to the requesting party and cut off at the end of the current Mayoral administration. Transfer to the DC Archives within 30 days of cut-off.</p>	Permanent	None	None
35	<p>Americans with Disabilities Act (ADA) Files - The record documents American Disabilities Act Files. The files include but are not limited to all requests for accommodations, complaints under the ADA and relevant documentation, records and project files concerning ADA compliance of polling locations, and training materials. These records are organized by year and subject.</p> <p>Restrictions: PII</p> <p>Media: Paper and electronic</p>			

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	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
a	<p>Approved Accommodations Temporary: Records close on the last date of accommodation or employment whichever is later and cut off at the end of the calendar year. Retain records for 5 years after cut off and then destroy.</p>	Temporary 5 Years	5 Years	None
b	<p>Denied Accommodations Temporary: Records close when the accommodation is denied and cut off at the end of the calendar year. Retain records for 1 year after cut off and then destroy.</p>	Temporary 1 Year	1 Year	None
c	<p>Project Records Appraisal: Records close upon completion or conclusion of the project and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the DC Archivist for appraisal.</p>	Appraisal by the DC Archivist		

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Administrative Records The records covered in this section relate to routine internal administrative and housekeeping activities are generally facilitative or informational. *They are not basic program records and are not part of official program files.* They are often extra copies of documents whose record copies must be scheduled by submitting a request for records disposition authority.

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
36	<p>Asset Inventory (Facilities Manager) Inventory of physical assets (non-transitory) held by the agency, including furniture, technology equipment, or other physical assets. Inventories are organized by Control ID and Asset Name, and record both location and the last inventory date.</p> <p>Restrictions: None Media: Paper</p> <p>Temporary: Records close and cut off when superseded. Retain records for 2 years after cut off, and then destroy.</p>	Temporary 2 Years	2 Years	None
37	<p>Records Disposition Files (Records Manager) Basic documentation of records description and disposition programs, including but not limited to:</p> <ul style="list-style-type: none"> • Retention Schedules • SF135-Records Transmittal and Receipt • Requests for Records Disposition Authority • Notice of intent to destroy • Confirmation of Destruction of Records <p>Organized by date and type of file. Restrictions: None Media: Paper/Electronic (Agency Secure Network) Permanent: Records close and cut off at the end of the calendar year. Retain in Agency permanently.</p>	Permanent	Permanent	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
38	Working Papers Project background records, analyses, notes, drafts, and interim reports Restrictions: None Media: Paper and Electronic (Agency Secure Network)			
a	With Final Action Appraisal: Records close upon final action and cut off at the end of the calendar year. Records are transferred within 30 days of cut off to the Record Center for Appraisal	Appraisal required by DC Archivist		
b	With no Final Action Temporary: Records close if no action is taken in three years from final report and cut off at the end of the calendar year. Destroy upon cut off, or when the record is no longer needed for administrative or reference purposes.	Temporary 3 Years	3 Years	None
39	Administrative Files Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. Restrictions: None Media: Paper and Electronic (Agency Secure Network) Temporary: Records close and cut off at end of the calendar year. Destroy when no longer needed for administrative or reference purposes.	Temporary Cutoff at end of Calendar Year	None	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
40	<p>Schedules of Daily Activities (Non-Senior Officials) Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of D.C. employees.</p> <p>Restrictions: None</p> <p>Media: Paper and Electronic (Agency Secure Network)</p> <p>Temporary: Records close and cut off at the end of the calendar year.</p> <p>Destroy when no longer needed for administrative or reference purposes.</p>	<p>Temporary Destroy when no longer needed</p>	<p>Until no longer needed</p>	<p>None</p>
41	<p>Mailing and Invitation Lists: This record identifies individuals and organizations that are to receive copies of newsletters, reports, invitations to events, and other issuances.</p> <p>Restrictions: None</p> <p>Media: Paper and Electronic (Agency Secure Network)</p> <p>Temporary: Records close and cut off upon conclusion of the event, meeting, conference, etc. Destroy records when no longer needed for administrative or reference purposes.</p>	<p>Temporary Destroy when obsolete or superseded</p>	<p>Until no longer needed</p>	<p>None</p>
42	<p>Suspense Files (Files noting actions to be taken) Papers arranged in chronological order as a reminder that an action is required on a given date or that a reply should be traced on a given date.</p> <p>Restrictions: None</p> <p>Media: Paper and Electronic (Agency Secure Network)</p> <p>Temporary: Records close and cut off upon completion of review or action.</p> <p>Destroy records when no longer needed for administrative or reference purposes.</p>	<p>Temporary Destroy after action is taken</p>	<p>Until no longer needed</p>	<p>None</p>

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[schedule number assigned by OPR]

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
43	<p>Transitory Files Papers of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Letters of Transmittal • Quasi-Official notices • Memos and other papers that do not serve as basis for official action • Holiday notices • Charity notices • Bond Campaigns <p>Restrictions: None Media: Paper and Electronic (Agency Secure Network)</p> <p>Temporary: Records close upon completion of review or action and cut off at end of the quarter. Retain record for 3 months after cut off and then destroy when no longer needed for administrative, audit or reference purposes.</p>	<p>Temporary Destroy when 3 months old or when no longer needed, whichever is sooner</p>	3 Months	None

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 [schedule number assigned by OPR]

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
44	<p>Contract Administration-Agency Copies (Agency Procurement Staff) Files containing documentation pertaining to the acquisition of procuring physical goods, services, products, and personal property. Procurement files consists of contracts, requisitions, purchase orders work orders, invoices. Organized by fiscal year. May be in multiple formats including paper and electronic. (Note: Office of Contract Procurement (OCP) has original records; the Procurement Automated Systems (PASS) is OCP's primary system of record for the District's procurement. This agency retains custody until the time the records meet its prescribed retention period. Retain copies for 6 years after final payment and until all audit requirements have been fulfilled, then destroy paper/electronic copies.</p> <p>Restrictions: None Media: Paper/Electronic (Agency Secure Network, PASS)</p>			
a	<p>Under \$100,000 Temporary: Records close when final payment is made or received and cut off at the end of the calendar year. The record is retained for 3 years after cutoff, and then is prepared for confidential destruction.</p>	Temporary 3 Years	3 Years	None
b	<p>\$100,000 + Temporary: Records close when final payment is made or received and cut off at the end of the calendar year. The record is retained for 6 years after cutoff, and then is prepared for confidential destruction.</p>	Temporary 6 Years	6 Years	None

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Non-Records

Non-record materials are disposable upon agency authority. Please direct questions to the Office of Public Records for assistance.

Description
Duplicate copies of documents
Printed Reports from Computer Programs that can be recreated on-demand
Reference or Convenience Copies of official documents (i.e.: copies of Mayor's orders, or correspondence)
Working papers that don't impact or are not considered essential to a final decision regarding policies, laws, and regulations
Library or other reference materials or records maintained solely for convenience or reference
Blank forms
Materials relating to fringe activities of an agency such as charitable fund drives.